

# ESHAN CARTY

Bookkeeper  
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**Roy Barnett**  
Senior Hiring Manager  
Intuit  
(443) 322-1100  
r.barnett@youreemail.com

Dear Mr. Barnett,

Last year, I met 100% of my deadlines and delivered ahead of schedule in 76% of cases without compromising accuracy. My supervisor praised my efficiency and robust organizational systems. I am excited to use my skills to benefit your customers as a virtual bookkeeper at Intuit.

As a diligent bookkeeper with 6+ years' experience multi-tasking across multiple client accounts, Intuit's innovative and technology-driven approach to customer service is intriguing to me. I believe that your company's ethos of providing agile, online solutions represents the future of bookkeeping.

I know that you are looking for an organized professional with the drive to manage their own workload. I believe that the following achievements show my aptitude for the role:

- Receiving 100% positive feedback from clients on my roster for service quality and interpersonal communication
- Multi-tasking across 25+ accounts while ensuring 100% accuracy over three years
- Successfully retaining at least 98% of existing clients year on year since commencing my employment

I would like to attend an interview to explain how my strong numerical skills and excellent understanding of emerging bookkeeping technologies can help your users. Please get in touch to schedule a meeting.

Sincerely,

*(Insert Signature Here)*

**ESHAN CARTY**

P.S. I would like to tell you why I ranked in the top 5% in my company for productivity last year.